



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Thursday, July 16, 2009
<b>POSITION TITLE:</b>	Assistant Director, Central Administration, Budget Management Branch, Division of Support Services	<b>FINAL FILING DATE:</b>	Friday, July 31, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	07152009_2

### POSITION DESCRIPTION

#### PENDING CONTROL AGENCY APPROVAL

Under the general direction of the Associate Director, Budget Management Branch (BMB), the Assistant Director, Central Administration has full budgetary responsibility and extensive involvement in the formulation of statewide policies and procedures for the Central Administration of the California Department of Corrections and Rehabilitation (CDCR). The Assistant Director evaluates, develops, and implements policies and procedures regarding budgetary issues within CDCR's Central Administration, functions and how they impact the vision, mission, and strategic goals of the Department. The Assistant Director serves as the liaison and represents the Department on budget matters affecting the Central Administration function before the Legislature, Governor's Office, Department of Finance, state and federal agencies, local government, and other entities. Oversees the complex technical budgeting functions for Central Administration of the BMB.

Duties include, but are not limited to:

Develops, implements, and formulates budgeting policies, procedures, and controls on a statewide basis that affect Central Administration functions of CDCR, including spending priorities. Provides fiscal leadership to budget and program staff on fiscal issues. Monitors and evaluates standards and training programs related to performance measures for Central Administration and ensures the Department is in compliance with mandated court orders. Ensures operational effectiveness, consistency and statewide uniformity on budgetary policies and procedures in accordance with the Department's mission, goals, Strategic Plan, and governing laws and regulations. Provides and directs the uniform implementation of CDCR's budgetary policies and procedures impacting the Administration functions of the Department. Collaborates with the Assistant Director, Operations of BMB and the Associate Director of BMB to ensure the budget policies for the Central Administration functions are consistent with and do not adversely impact the policies for the

Operations function or any area of the Department.

Serves as the liaison, Department spokesperson, lead representative, and negotiator in communications with legislative budget consultants, the Legislative Analyst's Office, Department of Finance, and high level management staff on budgetary issues affecting the Central Administration functions of CDCR. Prepares, presents, and defends budgeting policies and procedures regarding the Central Administration functions before CDCR executive staff, the Department of Finance, the Governor's Office, other state and federal agencies, local government, other entities, and may be required to testify before the Legislature.

Supervises BMB staff to ensure compliance with all budgetary policies. Provides direction to staff on analysis and budget development.

Reviews, interprets, and determines the impact of legislation, past practices, and procedures on budgetary policies of the Central Administration operations functions of the Department. Implements, interprets, and monitors the budgetary needs of mandated and mission critical issues facing Central Administrative programs within CDCR. Initiates and monitors long range planning and evaluation of the budgetary needs for the Central Administration functions of CDCR. Works cooperatively with the management of Fiscal Services and BMB to ensure all fiscal policy issues, including spending priorities, budget change proposals, and other fiscal issues are identified and reviewed to ensure consistency and accuracy. Performs ongoing analysis of successes and roadblocks for budgetary issues affecting the Central Administration functions of CDCR.

Oversees the technical budgeting functions for Central Administration, including the development of the Governor's Budget and tracking departmentwide budgetary authority.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing

functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Broad and extensive experience in program and fiscal policy and budget management.
- At least five years of experience with state budgeting, including reviewing and developing proposals for the Governor's January Budget and May Revise.
- Experience with technical budgeting processes for the State, including the development of the

Governor's Budget, Schedule of Salaries and Wages, and other supplementary schedules.

- Experience successfully developing, presenting and defending budget requests for significant state programs as measured by resources invested, number of individuals served or policy areas.
- Demonstrated leadership, flexibility, and judgment in managerial and program planning processes and ability to implement and coordinate changes to processes.
- Ability to analyze complex issues or problems and develop recommendations to resolve those issues.
- Experience which demonstrates the ability to communicate effectively, both orally and in writing with Legislators, Department of Finance representatives, the Legislative Analyst's Office, Executive staff, and other external agencies.
- Ability to create and implement policies and procedures required for the budget process and the construction of divisional budgets.
- Demonstrated ability in planning, organizing, and directing major projects and ensuring successful functionality with stakeholders.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director, Central Administration, Budget Management Branch, Division of Support Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

## FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the Office of Executive Appointments, 1515 S Street, Room 108-N, Sacramento, CA 95811.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's

applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length or 12 point font.
- Resumes do not take the place of the Statement of Qualifications.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Office of Executive  
Appointments  
PO Box 942883, RM 108N, Sacramento, CA 94283-0001  
Karyn Bates | (916) 327-8033 | karyn.bates@cdcr.ca.gov

**ADDITIONAL INFORMATION**

**\*\***The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>